



## **Special Projects and Substitute Coordinator**

**Description:** Teachers at Sant Bani School believe in the development of the whole child. They provide a developmentally designed, nurturing atmosphere of educational inquiry, built on the belief that we have something to learn from everyone.

Special Projects work will be determined by the Head of School to support special events (Museum, Writer's Festival, Library Fair, learning celebrations, etc.) and alumni communication, curricular activities, development, and ancillary materials. The Special Projects and Substitute Coordinator will also be responsible for managing coverage when other faculty members are away from school. As a full-time faculty member, this individual will contribute positively to the culture of the school by providing assistance with preschool through 8th grade classes, helping the teaching staff build and maintain strong, positive classroom environments, participating in school activities, and assisting with issues relating to the well-being of students during their time at school.

### **Work Expectations**

- Monday through Thursday 8:00am - 4:30pm
- Friday 8:00am - 3:30pm

### **Duties & Responsibilities Include:**

- Organizing and managing special events and activities
- Arranging coverage for staff absences
- Subbing in classrooms and small group teaching as needed
- Serving as a model for students: supporting and complying with school policies and rules, and participating in the spirit of the school community
- Assisting teachers with classroom management
- Helping with any off-campus / outdoor activities scheduled during the school day, including recess, field trips and winter activities, afterschool enrichment duty etc.
- All other duties as assigned by the Head of School

### **Essential Skills:**

- Demonstrated commitment to equity, inclusion, and belonging
- Excellent interpersonal and communication skills
- Ability to work collaboratively in a team environment
- Superior organizational skills
- Attention to detail and impeccable follow-through